



ADD A CODE TO ALL POSITIONS IN A BARGAINING UNIT

ADMINS offers a feature to add a cost code to all *existing* employees assigned to positions in a bargaining unit. This could be used, for example, if many *existing* employees in a bargaining unit are likely to exceed the \$200,000 annual maximum that triggers the additional “employee only” .09% for FICA and will require the additional cost code. Access the feature by going to:

Human Resources ▶ Maintenance ▶ Add Cost Code to Bargaining Unit Positions

The prompt allows up to nine bargaining units to be selected. Enter a single cost code to be applied to all employees belonging to the selected bargaining unit(s). Enter the required effective date. All checks created going forward for the selected employees will include the cost code for all warrants created that are dated after the effective date.



If no bargaining unit selection is made, the cost code will be applied to all employees in ALL bargaining units!!!

The system will display the confirmation report; click [Yes] to add the cost code to all the bargaining unit positions listed; select [No] to abort and leave the positions as is.

Emp#	Name	Position	Description	Bargaining Unit	Effective	End Date	Note
000040	MOORE, KEITH F	T421DFWDIR -01	DFW DIRECTOR	PROF -01	01-Jan-2021		
001148	HARVEY, KAREN L	T154MISMIS -01	MIS	PROF -01	01-Jan-2021		
001264	BOUCHER, LYNN A	T137ASRALDM -01	ADMINISTRATIVE ASSIS	PROF -01	01-Jan-2021		
001272	CLINEFF, MARIE	T171CONCOMM -01	CONSERVATION ADMINIS	PROF -01	01-Jan-2021		
002874	POIRIER, LYNN	T292ACOOFF -01	ANIMAL CONTROL OFFIC	PROF -01	01-Jan-2021		
070171	ROUDE, MARIE A	T154MISMIS -02	MIS NETWORK ADMINIST				
070911	HUGHES, LAWRENCE S	T172TOWNPLNR -01	TOWN PLANNER/ZONING				
070971	DE REZENDES, LAWRENCE J	T251INSTOWN -01	BUILDING COMMISSIONER				
071050	COLLETTE, MICHAEL W JR	T421DFWDIR -01	DFW ASSISTANT DIRECT				
071154	COLE, KAREN	T541COADIR -01	COA DIRECTOR				
071173	TADDEO, MICHAEL	T450FACFOR -01	DFW FACILITIES FOREM				
071227	LACAVA, MICHAEL	T292ACOOFF -01	ASST ANIMAL CONTROL				
071245	PATERSON, MARIE	T135FINASST -02	ASSISTANT TO THE CFO				
071305	NASH, MICHAEL P	T135CT CLTR -01	COLLECTOR-TREASURER				
071323	HOUSTON, MICHAEL	T421DFWFOR -01	DFW GENERAL FOREMAN				
071335	LAUBENSTEIN, MICHAEL JR	T510BORAGHT -01	BOARD OF HEALTH AGEN				
071366	GONSALVES, LAWRENCE	T490DFWPM -01	PROJECT MANAGER DFW				

Figure 1 #6898 Add Cost Code to Bargaining Unit Positions confirmation report



If an employee already has the cost code listed on the [3 Ded/Ben] tab of the employee maintenance screen, the confirmation report will note it as shown in Figure 2. The process will not create an identical entry (same code and start date) for an employee.

TedRE - CostCode_Add_6898

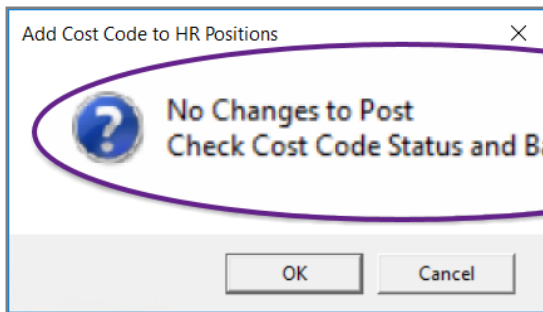
Printed 26-Mar-2021 at 13:55:46 by [redacted]

City of ADMINS
Add Cost Code to Bargaining Unit Positions

Cost Code: MEDIOVR MEDICARE OVER #200,000 Vendor: 017672-01
 Category: ME MEDICARE UNITED STATES TREASURY Processing Order: 106
 CINCINNATI, OH 45999-0039 Pre-Tax?: Yes
 Category Type: Benefit/Deduction
 Calculation: % of Base Bucket
 Separate Check: No

Emp#	Name	Position	Description	Bargaining Unit	Effective	End Date	Note
000152	GARIEPY, KEITH C	T123TWNADMN-01	TOWN ADMINISTRATOR	MGMT -TH	01-Jan-2021		
000152	GARIEPY, KEITH C	T123TWNADMN-01	TOWN ADMINISTRATOR	MGMT -TH	01-Jan-2021		Existing Record
001255	CREASIA, KAREN	T185HR OFCR-01	HUMAN RESOURCES DIRE	MGMT -TH	01-Jan-2021		
001255	CREASIA, KAREN	T185HR OFCR-01	HUMAN RESOURCES DIRE	MGMT -TH	01-Jan-2021		Existing Record
002190	CLINTON, MICHAEL L JR	T210POLCHF -01	POLICE CHIEF	MGMT -TH	01-Jan-2021		
002190	CLINTON, MICHAEL L JR	T210POLCHF -01	POLICE CHIEF	MGMT -TH	01-Jan-2021		Existing Record

Figure 2 #6898 Confirmation Report showing that the code exists already for the noted employees



If an invalid cost code or Bargaining Unit is entered, the process will stop, pop up the information message shown in Figure 3, and no changes will be made.

Figure 3 Error Popup for invalid cost code or bargaining unit



This process affects only existing employees in the selected bargaining units. To make the cost code available as a default for new employees/positions in the bargaining unit, add it by going to:

Human Resources ▶ Tables ▶ Bargaining Unit ▶ [1 Cost Codes]

Click on [8 Add New] to add the new code and set the default attributes as needed.

[AUC] 6433-Bargaining Unit - Cost Code

Bargaining Unit - Cost Code

Bargaining Unit: PROF -01 Professional Municipal

1 Cost Codes 2 Holidays 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched 6 Other Info Benefit Statements Affordable CareAct

Code	Description	Enroll From	Enroll To	Apply to		Budget Default for		Cafeteria
				New Employee	Vacant Position	Plan		
MEDI	MEDICARE			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No		No	
NC-PN9	NORFOLK CTY PEN 9%			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No		No	
NC2%	NORFOLK CTY 2%			<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No		No	
UD-PA4	ADMIN. DUES			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No		No	

The process will NOT add the cost code to the default cost codes for the bargaining unit. Go to Tables > Bargaining Unit > [1 Cost Codes] for the bargaining unit to add the cost code and set the default attributes.